



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-10, Garnishments Refund Processing Change

Date: October 20, 2003

To: Holders of the Payroll/Personnel Manual

Effective with the processing of Pay Period 20, 2003, a change will occur related to the processing of third party indebtednesses. This includes most payments to third parties, either Federal agencies or private entities, where the money is not credited to a National Finance Center (NFC)-serviced agency, e.g., for repayment of education loans, commercial garnishments, IRS levies, bankruptcies, etc. The impact of the change will be that NFC can no longer refund overpayments to the employee. The employee must now collect these funds directly from the third party.

Prior to this change being implemented, third party funds were transmitted to Treasury several days after the payroll payments were submitted. This created a small window of opportunity for agencies to request a refund for the employee and allowed time to prevent the funds from being forwarded to Treasury. However, this involved a very manual process that is now being automated. With this automation, NFC will forward the third party funds to Treasury at the same time that other payroll transactions are provided. The small window of opportunity that previously existed will no longer exist, due to the timing of the Treasury submissions.

Therefore, agencies must closely monitor garnishment cases, since employees will no longer be able to obtain a refund via the NFC process. Additionally, please ensure that impacted employees are notified of the appropriate refund process.

The Nonautomated Processing procedure, which is available online at the NFC Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By System Acronym** then search for Nonautomated Processing on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about commercial garnishments to the

Filing Instructions: File with the Title I procedure.

Expiration Date: When superseded

Government Debt and Insurance Services Branch at **504-255-5344** . Refer questions about this bulletin to **504-255-5322** or *nfc.pvct@usda.gov*.



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